

# MANISTEE CITY PLANNING COMMISSION

70 Maple Street  
Manistee, MI 49660

## MEETING MINUTES

**January 18, 1996**

A Special Meeting of the Manistee City Planning Commission was held on January 18, 1996 at 7:00 p.m. in City Hall, 70 Maple Street, Manistee, Michigan.

**MEMBERS PRESENT:** M. Fatke, R. Franckowiak, J. Gavlinski, K. Harless, J. Lakos,  
R. Yoder

**MEMBERS ABSENT:** R. Bauman, D. Johnson, T. Slawinski

**OTHERS PRESENT:** Jon Rose (City Code Administrator)  
Denise Mikula (City Office)  
Ray Fortier (City Council)  
Martin Preib (Manistee News Advocate)

Due to the absence of R. Bauman, Chairman Roger Yoder requested that the minutes of the meeting be taken by Denise Mikula.

Meeting was opened at 7:05 p.m. by Chairman R. Yoder.

## **CITIZEN QUESTIONS AND CONCERNS**

There were no citizen questions or concerns expressed from those present at the meeting.

## **MINUTES**

It was moved by R. Franckowiak, supported by J. Lakos that the minutes of the December 7, 1995 meeting be approved. The motion carried. There was no Quorum at the January 4, 1996 Meeting and no minutes were taken.

## **NEW BUSINESS**

Discussion was held on the Goals and Objectives for 1996 year. Members felt that there is a need to place some of the items in a hold status and remove them from the Agenda unless there is a new development. Some of the sub-committees are ready to make a final recommendation and then be removed. Attached is a list of the Committee Appointments for 1996.

Discussion held on some of the subcommittee is as follows:

### BICYCLE TRIALS

This Committee will be placed on hold. There are no current developments at this time. This Committee will be removed from the Agenda.

### MASTER PLAN REVIEW

It was decided that this issue needs to be addressed. It was felt that a worksession with the entire Planning Commission in the near future should be scheduled.

### OIL & GAS COMMITTEE

J. Rose informed the Planning Commission that we are adequately protected by the Zoning Ordinance as it is written. This week a memo is being sent out to all the Oil & Gas Companies that any future development of facilities will require a Land Use Permit from the Zoning Administrator.

The City Manager has appointed a three party citizen's committee that has been working on this issue. R. Bauman of the Planning Commission and member of the Oil & Gas Committee is one of the three members. With this committee and the recommendations that the Planning Commission has made to the City Council on the Oil & Gas situation it is felt that this issue has been addressed. Due to the absence of R. Bauman the Commission will wait until the February 1, 1996 meeting to finalize the Oil & Gas Committee and will then consider removing it from the agenda.

### PARKING - MAN MADE LAKE / PUBLIC ACCESS - LAKE MICHIGAN

Since these two subcommittees have the same members and are both pending response from Harbor Village it was decided to combine them. It was also noted that this issue needs to be addressed prior to the next fishing/swimming season. It was asked that Jon Rose follow up on the letter sent to Harbor Village.

### PRE-MANUFACTURED HOMES / ADULT FOSTER CARE

The Commission decided to add Adult Foster Care to the Pre-Manufactured Homes Committee. Discussion was held and location seems to be the issue on both of the subjects. There is a need for both in our community, areas need to be found where there will be limited impact to the neighborhoods. The previous information that was compiled on Pre-Manufactured Homes will be sent to the Committee members for their review.

### RIVER STREET TRAFFIC - VERTICAL ZONING

City Council asked the Planning Commission to look into the possibility of changing traffic flow on River Street. A survey by the committee was taken, the committee will have a meeting with Bob Hornkohl, Director of Public Safety, and will then make a recommendation to City Council on this issue. The issue of Vertical Zoning was also being looked into - due to negative response from both the D.D.A. and Merchants Committee it has been decided that this issue will not be addressed.

### SIGN ORDINANCE

It was the consensus of the Commission that this needs to either be addressed or dropped. J. Rose said that just this past week Dennis TerHorst with two D.D.A. members and two Merchant Committee Members have decided to get involved with this project. We are waiting to get a response from them for the committee to review.

### NEED FOR WORKSESSIONS

The Commission decided that there is a need for a monthly worksession thru the month of May. We will schedule a worksession on the third Thursday of the month thru May as long as there is a need. This will allow the time that is needed to finalize some of the other sub-committees and work on the Master Plan. The time for these meetings will be scheduled at the regular Planning Commission meeting. This will allow for a day meeting if needed, other wise the meetings will be scheduled at 7:00 p.m.

### WORKSESSIONS WITH OTHER COMMISSIONS

It was discussed that at times there is a need to work with other commissions. We will address these issues as they arise.

### NEW ITEMS TO BE ADDRESSED IN 1996

Discussion was held on other items mentioned on the survey from the members. The Commission will try to look at more room for Industrial Expansion/ Industrial Park and the impact a Casino would have on the City. These items will need to be addressed at a future worksession. Members of the Commission are encouraged to attend any workshop/training seminars that are available.

### REVIEW OF BY-LAWS AND RULES OF PROCEDURE

J. Rose asked that at the first worksession of the year the By-Laws be reviewed. Discussion was held on Section 3.2 attendance - regarding absences. After a member misses three consecutive meetings the member should be reported to the City Council. Upon further review it was determined that the Planning Commission does not have the authority to approve the absence of a member. In the past a member has received an excuse from the Commission to go to Florida. This practice will not be followed in the 1996 year (approval was made at the November 2, 1995 meeting for a 150 day absence). It will be up to the City Council to address the issue of any new requests for leaves of absence.

Review of Section 3.5 Quorum - it was pointed out that when a quorum is not present, the members present can discuss and vote on issues. However, any issues which are voted on must have the vote confirmed at a subsequent meeting at which a quorum is present before any action taken is final.

Section 3.11 Conflict of Interest - the By-Laws call for a person who has a conflict of interest (as defined by the By-Laws) to declare such conflict of interest at the beginning of the meeting or when the topic is brought up, and to refrain from participating in discussion and/or voting on such matters. It has been suggested in workshops that a person with a conflict should remove themselves from the deliberative chamber.

Section 6.0 Per Diem, Expenses and Mileage - It was clarified while the City does not pay any Board or Commission Per Diem, the city does pay for enrollment in authorized meetings, and mileage to and from as well as any necessary meals and or lodging.


Section 8.0 Matters to be considered by the Planning Commission - this section was highlighted as being a good description of Planning Commission duties.

### **ADJOURNMENT**

There being no further business, it was moved by K. Harless, supported by J. Gavliniski that the meeting be adjourned. The Motion carried.

The meeting adjourned 8:57 p.m.

MANISTEE PLANNING COMMISSION

  
Denise J. Mikula, Acting as Secretary